

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 14, 2024



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: April 30, 2024

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: Resignation

Description: The following resignation has been accepted by the Superintendent:

✚ Matthew Higgins, Assistant Cook-BHS, Effective 4-24-2024

Financial Impact: N/A

Attachment(s): Resignation Letter

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Beverly Sinclair <beverlys@bps.k12.mt.us>

Resignation letter

1 message

Matthew Higgins <matthewh@bps.k12.mt.us>
To: Beverly Sinclair <beverlys@bps.k12.mt.us>

Thu, Apr 18, 2024 at 5:32 AM

I have written this as an notice that I will be resigning and April 24th.

For the reason that I am resigning is that I have another employment opportunity that is starting very soon. Although it was very nice opportunity its a shame that my time has to come to an end.

Received

APR 26 2024

Browning Schools-HR Dept.